



With pride, passion and the promise of delivering quality services to the people we serve, the City of San Antonio seeks a:

Human Resources Assistant Director



The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.

Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the four-time National Basketball Association Champions.

There are 16 independent school districts that serve the San Antonio area. San Antonio is also the home of various post-secondary institutions including: the University of Texas at San Antonio (two campuses), Texas A&M University San Antonio, the University of Texas Health Science Center at San Antonio, Our Lady of the Lake University, St. Mary's University, University of the Incarnate Word, Trinity University, and the Alamo Colleges (with five campuses).



The City Government

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at-large. The City Council appoints the City Manager, who appoints all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges. The Executive Team consists of 33 Department Directors, two Deputy City Managers, four Assistant City Managers, a Chief Financial Officer, and a Chief of Staff. There are over 11,000 City employees.



The Department

The Human Resources Department provides the City organization with effective human resource management services that focus on our customers' needs. We support the City in attracting and retaining a qualified and capable workforce to provide high quality services to the citizens of San Antonio.

The Position

This position is responsible for assisting the Director in planning, directing, managing, and overseeing the activities and operations of the Human Resources Department. Areas of focus may include recruitment, training and development, classification and compensation, employee benefits, and employee relations. This position coordinates assigned activities with other City departments and outside agencies and provides highly responsible and complex administrative support to the Director.

In addition, the Assistant Director will:

- Assist in managing the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Assist in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and assists in directing the implementation of changes.
- Assist in acting as official departmental representative to other City departments, City Manager's Office, as requested; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Assist in selecting, motivating, and evaluating staff; assumes responsibility for evaluation, management, and leadership of these employees; and assists in implementing and administering disciplinary and termination procedures.

The Ideal Candidate

The ideal candidate will:

- Have eight (8) years of increasingly responsible professional experience in administrative services and personnel administration, including three (3) years of management responsibility.
- Knowledge of operational characteristics, services, and activities of a personnel management program.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of affirmative action laws applicable to local government.
- Knowledge of personnel management policies and procedures.
- Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences or proposed actions, and implement recommendations.
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Be a results-oriented leader, possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.



Education and Certifications

This position requires the successful candidate have a Bachelor's Degree from an accredited college or university with major coursework in Human Resources, Public or Business Administration or a related field. A Master's Degree in a related field is highly desirable.

Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Health Care – The City offers three health care plan options consisting of three Preferred Provider Organization (PPO) medical plans, which offers employees a choice of deductible, co-insurance and co-payment levels.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

Holidays – 13 Holidays

Executive Car Allowance – Executives receive a monthly car allowance of \$500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of \$70.

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority.

Relocation Assistance – Available.

To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled; however, the first review of resumes will be November 1.

Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Adriana Rocha Garcia, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
Phone: (210) 207-5173

Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.



The City of San Antonio is an Equal Opportunity Employer.